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AUG 18 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT: Classification of T/O Positions.

1. Transmitted for appropriate classification action is Staff Study (Annex I) dated 5 May 1955 and approved by Chief, Management Staff, 18 May 1955, Subject: "Records Management Division, Management Staff".

2. In effect, this study (a) reorganized the Records Management Division to the concept of a staff, (b) authorized the establishment of a revised table of organization to support the new Records Management Staff and (c) transferred one position, incumbent, function and funds to the jurisdiction of the Business Machines Service, Management Staff.

3. Tabs A and B of the basic study provide the organizational structure and staffing pattern, respectively of the former Records Management Division. Similarly, Tabs L and M of the study comprise charts reflecting the organizational framework and staffing pattern of the new Records Management Staff. As the Business Machine Service comprises only one other position besides the one being transferred, an organizational and staffing chart is hardly necessary.

4. Specifically, the basic plan of the approved reorganization (a) retains the functional responsibilities and operations pertaining to forms and records disposition on a line basis and (b) converts other activities such as file standards, systems, reports, correspondence and vital materials to a project basis. Also, it conveys a ceiling allocation of 22 positions from the former division and reapportions 21 of them to the new staff and one to the Business Machines Service.

5. The purpose of the revised table of organization is twofold: (a) to adjust apparent inequities existing at present and (b) to bring the grades in keeping with the broad scope of responsibility inherent in Agency wide program activities. A brief discussion, thereof, is provided to facilitate classification analysis.

a. Office of the Chief - The positions are reassigned at existing grades.

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NO CHANGE in Class. ☐
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b. Record Disposition Branch - The positions are reassigned at existing grades save one wherein the incumbent, Grade GS-9, is performing identical work in an efficient manner with Grade GS-11 personnel.

c. Forms Management Branch - It is understood that the position of branch chief has been classified previously as Grade GS-13 on the application of Agency wide program responsibilities. The position Grade GS-12 and one position Grade GS-9 are reassigned without change, respectively. Job analysis sheets (Annex II) to support reclassification of 2 Grade GS-9 positions to Grades GS-11 are attached for consideration.

d. Project Staff - Job analysis sheet (Annex II) to support classification of the position of staff chief as Grade GS-14 is attached. It is understood that classification of position Grade GS-13 (Reports and Correspondence) has been approved previously in the capacity of branch chief. While the reorganization tends to effect a revision in the position title, it is believed that the Grade GS-13 should be retained because the Agency wide program responsibilities remain constant. The other Grade GS-13, which pertains to file standards and systems, may be construed as comparable. The incumbent of the vital materials position has always been slotted in position Grade GS-12 or higher on the strength of Agency wide application of program responsibilities.

e. Business Machines Service - The Chief of Business Machines Service is Grade GS-15. The work is highly specialized with current Agency needs reflecting a rising trend. A consolidation of all technical phases of business machines (except reproduction) under one administrative head has long been contemplated to facilitate application, control, expansion or retraction of such services as necessary or advisable. The basic study reveals how the use of microfilm techniques will have increased application on an Agency wide program basis under Business Machines Service. The position title is contemplated as "Technical Analyst-Microphotography". A job analysis sheet (Annex II) supporting a minimum classification of the position as Grade GS-12 is attached for consideration.

6. Approval of the new table of organization is recommended.

SIGNED

[redacted]

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Chief, Management Staff

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ATTACHMENTS:
Annex I - Staff Study
Annex II - Job Analysis Sheets (in triplicate)

DISTRIBUTION:
Orig. & 1 - Office of Pers.
1 - Chief, Records Mgt. Staff
1 - Chief, Business Machines Ser.
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MS/LD:ee (28 July 1955)

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